

## ROUTING AND TRANSMITTAL SLIP

DATE

12/3

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.			
2.	D/OIT	P	
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Ed,  
 CSG is aware that  
 these two employees have  
 been selected for the  
 POINT program —  
 Concur -

DO NOT use this form as a RECORD of approvals, concurrences, disposes, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
C/CSG	Phone No.

5041-102

☆ U.S. GPO: 1988-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

OC-0657-87

OIT/OIS  
LOGGED

MEMORANDUM FOR: Director of Information Technology

FROM: 

Director of Communications

SUBJECT: Acceptance in Professional Opportunities in  
Telecommunications Program 

1. The Office of Communications (OC) is pleased to advise that  a GS-07 Computer Operator, has been accepted for participation in the OC program "Professional Opportunities in Telecommunications (POINT)".

2. To better protect the employee's interest, POINT has been designed so that the promotion process remains with the Office of Information Technology (OIT) throughout the program's training phase. Accordingly, Performance Appraisal Reports will be prepared by OC in compliance with the schedule of the parent career service with a copy forwarded to the parent component for inclusion in  soft file. Again to protect the interest of the employee,  is to retain her DXX service designation until training is successfully completed (approximately nine months) and remain at her present grade throughout training unless she is promoted by OIT. If  does not successfully complete training, she will return to OIT for assignment.

3. Responsibility for the day-to-day administration and funding will rest with OC. This includes funding for training, travel, and other expenses incidental to the POINT program.

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SUBJECT: Acceptance in Professional Opportunities in  
Telecommunications Program [redacted]

4. In order for [redacted] to begin the initial training  
phase of POINT, OC requests that she be released by OIT on  
9 November 1987. [redacted] of our Personnel  
Administrative Group can be contacted [redacted] to finalize  
administrative arrangements and answer questions relative to this  
program.

APPROVED:

[redacted]  
Director of Information Technology

Date

12/14/83